



## EXHIBIT A

### SCOPE OF WORK

- I. **Overview:** The Michigan State Housing Development Authority (MSHDA) provides financial and technical assistance through public and private partnerships to create and preserve decent, affordable housing for low and moderate-income Michigan residents. MSHDA acts as a lender for multi-family housing developments for low and moderate-income tenants throughout Michigan. MSHDA's Asset Management Division oversees the physical and financial operations of these developments.

MSHDA's Asset Management Division seeks to engage the services of a qualified real estate broker to market and sell MSHDA- owned multi-family housing developments(s). These services are needed for a five (5) year period with possible option for renewals. The service shall be provided so as to achieve state, regional and national exposure to assure the best price and investment return to MSHDA on each sale.

### II. Objectives, Tasks & Activities, and Deadlines:

- A. **Objective:** MSHDA's Asset Management Division is seeking to competent and qualified partner that will supplement staff resources in Real Estate Owned (REO) property(s) sale services at no direct cost to MSHDA. The successful bidder(s) must hold all necessary state licenses that allow it to perform the task identified in this proposal. The contract contemplated by this RFP may be awarded in whole or in part at the discretion of MSHDA.

### B. Activities/Responsibilities Necessary to Complete Scope of Work.

#### **Task 1- Market and Negotiate the sale of REO Property(s):**

1. Analysis of MSHDA reports and documentation - MSHDA will provide the Contactor with a report and supporting documentation detailing the location, unit count, feature and amenities, physical and financial condition of all identified REO property(s) for sale on a recurring and on going basis.
2. The Contractor will identify and detail best practices related to MSHDA's real estate portfolio management that will be beneficial to MSHDA in the management of these REO real estate assets prior to sale and disposition.

3. The Contractor will prioritize and actively market all REO properties. The Contractor shall market the properties in a manner that achieves the greatest opportunity to maximize revenue to MSHDA in the shortest period of time.
4. The Contractor will exclusively represent MSHDA during the sale of REO property(s). Representation will include, but is not limited to, preparation and dissemination of marketing material (print and electronic), written and verbal communication with potential buyers and other brokers, open houses or walk throughs, any other marketing and outreach efforts designed to successfully market and sell the REO properties, and preparation of buy-sell documents for consideration, review and execution by MSHDA.

### **Task 2-Recommend Additional Portfolio Strategies**

As part of the RFP response bidders shall recommend at least three (3) additional innovative strategies that would, if implemented by MSDHA, result in significant increases in revenue or cost savings to MSHDA in the inventory, management and/or sale of REO property(s).

- C. Deadlines for Completing Objectives.** The Contract contemplated by this RFP is for a 5-year period. At the sole discretion of MSHDA, the contract may be renewed for two (2) two-year renewals upon 30 days advance written notice by MSHDA. At the sole discretion of MSHDA, the Contract may be terminated upon ninety (90) days advance written notice by MSHDA to the selected Contractor.

### **IV. Standards for Performance:**

The Contractor shall perform the tasks/activities and complete the objectives identified in Tasks 1 and 2 in accordance with the following standards and requirements:

1. Exercise reasonable skill and care in the execution of its obligations under the Contract.
2. Present all offers to MSHDA in a timely manner.
3. Immediately disclose to MSHDA adverse material facts actually known by the Contractor.
3. Keep MSHDA fully informed on a regular and recurring basis regarding all marketing and sale activities.
4. Promote the interests of MSHDA with the utmost good faith, loyalty and fidelity.
5. Seek a price and terms for the properties for sale that are acceptable to MSHDA.
6. Counsel MSHDA as to any material benefits or risks as to a specific transaction (sale) that are actually known by the Contractor.
7. Not disclose the following information without the informed consent of MSHDA:
  - a. That MSHDA is willing to accept less than the asking price for the properties.
  - b. That MSHDA will agree to financing terms other than those offered, if any.

